

**Missouri Department of Transportation**  
Northeast District – Macon Regional Office  
General Services Division – Procurement Department  
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## **ADDENDUM 001**

### **REQUEST FOR BID (RFB) NUMBER: NE15-14B-R2**

October 17, 2014

As a follow-up to the pre-bid tour of the Hannibal facilities and review of the bid documents conducted with interested janitorial services vendors on October 16, 2014, the following information is being provided to document additional items and questions which were addressed at that time:

1. The approximate square footage of the district office building is 17,080 square feet.
2. The approximate square footage of the work life center building is 3,794 square feet.
3. Regarding Section 2.3 of the RFB, MoDOT staff will handle any items to be recycled.
4. Regarding Section 2.6 of the RFB, the janitorial service will not be responsible for cleaning the exterior of any windows, but will be responsible for cleaning the exterior glass of any entry doors and foyers.
5. Trash collected in the district office building may be placed in a designated area of the basement garage/breezeway to be transported by and disposed of by MoDOT staff. Trash collected in the work life center building must be placed in the designated dumpster by janitorial service staff.
6. Janitorial service to all areas must be provided once per week. However, it is acceptable for work to be accomplished over multiple days, such as doing the district office one day and the work life center building another day, as the janitorial services vendor feels is best for their operations, provided the areas serviced are done consistently at the same day/time each week.
7. Outside of MoDOT's standard working hours (7:30 AM to 4:00 PM, Monday through Friday) and state holidays, work may be performed at the day/time of the janitorial vendors choosing (including weekends), provided the service is provided consistently at the same day/time each week.
8. MoDOT staff may be present in the buildings outside of normal working hours (such as during winter storm events). However, if MoDOT staff is present after normal work hours, this will not stop the janitorial vendor from providing services at the same time.

***Bill***

William D. "Bill" Noyes, CPPO, CPPB  
Senior Procurement Agent



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